



OWNER/ ARCHITECT/ CONTRACTOR MEETING MINUTES

Project: UCLA –South Campus Student Center
Location: Edge Job Site Trailer
Project No.: 09011

Date: 3/8/10
Time: 08:00 AM

Pre-Demolition Conference
LEED Coordination Conference/
Waste Management Conference
Asbestos Abatement Review
BIM Implementation Plan Conference

I. LEED REQUIREMENTS – WASTE MANAGEMENT REVIEW

8AM Those Present:

David Baker
Susan Richard
Marin Gertler
Michael Roy
Joe Ablay
Josef Nejat
David Irwin
Steve Mitchell
Mark P. Freeman
Deborah Zlotnik

UCLA Capital Programs
Safdie Rabines Architects
Safdie Rabines Architects
Citadel Environmental
Integrated Consultants
Arup
EDGE Development, Inc.
EDGE Development, Inc.
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PROCEDURAL REVIEW:

Item: **Description:**

The procedure for LEED documentation was presented by David Irwin of EDGE Development, Inc.

A. The procedure for LEED documentation included the following areas:

1. Recycled material content.
2. Regional Materials.
3. Salvage and reuse of materials.

Spreadsheet examples were presented that will have to be completed by each sub-contractor for EDGE to compile and submit reports.

B. Waste Management Plan – Documentation for Waste Management was presented including Performance Regulatory Requirements.

C. LEED Action Plan was reviewed.

II. ASBESTOS ABATEMENT REVIEW:

The procedure for Asbestos Abatement was presented by Campbell Scott of Karcher Insulation.

9 AM Present:

David Baker	UCLA Capital Programs
Susan Richard	Safdie Rabines Architects
Marin Gertler	Safdie Rabines Architects
Michael Roy	Citadel Environmental
Joe Ablay	Integrated Consultants
Josef Nejat	Arup
David Irwin	EDGE Development, Inc.
Steve Mitchell	EDGE Development, Inc.
Mark P. Freeman	EDGE Development, Inc.
Deborah Zlotnik	EDGE Development, Inc.
Earl Maijala	Karcher Environmental Inc.
Campbell Scott	Karcher Environmental Inc.

Item: Description:

Notifications filed and Agencies have been notified.
Submittals being reviewed by Citadel Consultant. Formal Response forthcoming.
Layout plan – Reviewed layout of work area.
Scope of work of review (Refrigerant recovery to be submitted by Karcher for Citadel Review and approval.
Manifests to be signed by UCLA upon completion of abatement operation.
Reviewed methods of work/barrier and safety requirements.
Discussed electrical conduit transite and duct bank transite linking site lights.

Work in this area anticipated in approximately two months.
Procedure required to be submitted for handing of transite by Karcher for Citadel review and agency notification and approval.

III: SHORING/DEMO/SITE CLEARING

The procedure for Shoring/Demo/ Site Clearing was presented by Joshua Methling of CHDS (Shoring) and David Mehle and Time Greenleaf of Greenleaf Engineering. (Demo/Site Clearing)

10 AM Present:

David Baker	UCLA Capital Programs
Susan Richard	Safdie Rabines Architects
Marin Gertler	Safdie Rabines Architects
Josef Nejat	Arup
Steve Mitchell	EDGE Development, Inc
Mark P. Freeman	EDGE Development, Inc.
Deborah Zlotnik	EDGE Development, Inc.
Brian Garrett	LandLab
Richard Tomlinson	RBF Consulting
Ray Miller	Pacific CAD Design

Item: **Description:**

SHORING: Preliminary shoring plan reviewed and further Investigation/Re-Design is required at North wall due to existing chilled water lines and surcharge to proposed embankment.
Additionally, shoring at East wall at existing stairwell needs to be reconsidered and design revised to allow stairwell to remain in place for emergency egress purposes from Boyer Hall.

BUILDING DEMOLITION AND SITE CLEARING:

Demo Work Plan distributed and reviewed. EDGE to resubmit plan with narrative expounding on means and methods of protection and why proposed alternative method (as contrary to specifications) of demolition is being proposed.

Waste Management discussed. EDGE to ensure documentation on every load of demolition debris.

EDGE to look into alternatives to incorporate into work for any clay soil removal.

Friday, 19 May 2010 at 9:00 am, established for purposes of demonstrating proposed method of demolition.
(Sawcutting and use of track mounted pulverizer).

UCLA to evaluate for both demolition methods for vibration and sound and advise at conclusion of demonstration.

EDGE to notify UCLA of date of demolition (Sawcutting) at the sequence #1 area at the north side of Boyer Hall.

(UCLA needs advance notice from EDGE so that proper notice can be issued to area building occupants.)

III. BIM IMPLEMENTATION PLAN

11:30 AM Present:

David Baker	UCLA Capital Programs
Susan Richard	Safdie Rabines Architects
Marin Gertler	Safdie Rabines Architects
Josef Nejat	Arup
Steve Mitchell	EDGE Development, Inc
Mark P. Freeman	EDGE Development, Inc.
Deborah Zlotnik	EDGE Development, Inc.
Brian Garrett	LandLab
David E. Mehle	Tim Greenleaf Eng.
Tim Greenleaf	Tim Greenleaf Eng.
Richard Tomlinson	RBF Consulting
Joshua Methling	Curtis Drilling Co.
Ray Miller	Pacific CAD Design

BIM methods and features were presented by Ray Miller of Pacific CAD Design.

Implementation Plan dated, 1 March 2010, titled "UCLA Campus Student Center Project BIM Implementation Plan" distributed to attendees.

Pacific CAD Design gave video demonstration of 3-D modeling that was utilized on another project for visualization and demonstration purposes.

Pacific CAD Design/ EDGE monitoring progress of respective trade development of drawings.

Pacific CAD Design has issued an FTP address for uploading drawings (see aforementioned, 1 March 2010 BIM implementation plan for instructions.)

Pacific CAD Design will issue instructions to access "Go to Meeting" and to review progress of BIM model development MEP coordination review.

Site work to be BIM modeled separately from building.

As-built plans will be inputted and update the BIM model. Every change needs to be updated in BIM by each sub-contractor.

Pacific CAD Design reiterated that footprint of equipment actually to be installed will affect the locations of floor openings and duct locations.

Fire sprinkler plans are a high priority. These are a deferred approval item.

Possible on site meeting will be required at future date to perform "over-the-shoulder" review as addressed in the specifications.

Submittal of Shop Drawings will follow development of BIM Model and completion of conflict resolution run. Upon resolution of conflicts, drawings will be submitted for approval.

The minutes written above represent our understanding of all items discussed in the meeting. Should you find any discrepancies please notify me in writing within five (5) days. Otherwise, these minutes stand as record.



Mark P. Freeman
Project Manager
EDGE Development, Inc.

cc: Those Present
file 09011